



Parkwood Hall
CO-OPERATIVE ACADEMY

Parkwood Hall Special Needs Co-operative Academy

AGENDA

Board **Full Governing Board**

Date 20th June 2019

Time 6:00pm Student Voice
 6:30pm Board Meeting

Venue

GOVERNING BODY

Libby Blake (Chair)
Robert Walkington (Vice Chair)
Jacqui Tovey (Interim Principal, ex-officio governor)
Soshana Austin (Parent Governor) **Absent**
Abi Agidee-Adekunle (Community Governor) **Absent**
Steve Finch (Parent Governor) **Apologies**
Isa Ros Lopez (Community Governor) **Apologies**
Katherine Priestley (Community Governor)
Jas Kaur (Staff Governor) **Apologies**
Elisa Valdez (Staff Governor)
Richard Allalouf (Parent Governor) **Absent**
Barbara McBrien (Community Governor)
Simon Blackburn (Parent Governor) Apologies
Joseph Osunde (Parent Governor) **Apologies**
1 x Community Governor Vacancy

IN ATTENDANCE

Philip Matson (Clerk)
Anna Mansaray (Incoming Principal)

Jo Nyland (School Business Manager)
Chris Allan Deputy Principal

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

STUDENT VOICE

The student representative sought clarification about arrangements for this year's barbecue and summer fete. JT told governors that parent feedback commented that the barbecue event was not inclusive. After careful consideration it had been decided to combine the barbecue and aspects of the summer fair. The school agreed that it was imperative to inform pupils about the changes. A governor commented that the revised event was unlikely to raise as much money as under the previous arrangements. A deputy principal explained that the practice of holding separate events created additional challenges for staff; it created confusion among some residential students as to why their parents were not present it could affect behaviour and pose a safeguarding issue. Governors recognised that the lack of a PTA – fete made it more burdensome to arrange events such as these.

The student representative was satisfied that pupils' questions had been answered. The Principal agreed to formulate answers with student representatives to explain to other pupils. CA explained the changes in some detail.

The student representative enquired about induction arrangements for pupils transitioning to new classes. JT explained that the information would go out to students the next day. A governor asked how the information was communicated to pupils; the different strategies used were explained. LB advised JT that the annual Governor report was normally distributed to parents at the barbecue; as less parents were likely to attend the revised event, the school would need to send it out separately to parents this year.

The student representative told governors that Amazon Firesticks and Alexa had been installed. A governor asked how much time the students spent using Firestick and Alexa. The student representative explained that it was used during "chill-out" time after 7.00 pm. Pupils were learning to negotiate over sharing access to the devices.

The Chair apologised on behalf of the governing body to the student representative that stu-

dents' wish for a Homework policy had not yet had a response. JT agreed that it should be included in the SIP as an action. The student representative told governors that he was receiving regular homework assignments, focusing on core subjects which he found helpful.

Governors discussed the process for electing student representatives. The Chair, on behalf of the whole governing body, thanked the current student representative for his invaluable contribution and his effectiveness in speaking out a student advocate.

1. WELCOME, INTRODUCTIONS, APOLOGIES AND APOLOGIES

The Chair welcomed the incoming Principal (AM) to the meeting. Introductions were made.

Apologies were received and accepted from Simon Blackburn, Steve Finch, Jas Kaur, Isabel Ros Lopez and Joseph Osunde.

Soshana Austin, Richard Allalouf and Abi Agidee-Adekunle were absent from the meeting.

2. NOTIFICATION OF ANY OTHER URGENT BUSINESS

There were no late items of Business not on the Agenda to warrant consideration at this meeting.

3. DECLARATIONS OF INTEREST & REGISTER OF BUSINESS INTEREST

- 3.1 The Chair notified governors that her step-daughter had provided pro-bono architectural advice on the potential for development of the site. Otherwise, there were no declarations of interest in relation to any matters to be considered during the meeting.
- 3.2 There were no declarations of gifts and hospitality received or given. The Chair reminded governors that there was a £10.00 value limit to any gifts received, either by staff or governors.

4. MINUTES OF GOVERNING BODY MEETING

To confirm the minutes of the previous Governing body meeting held on 28th February 2019.

EV was present at the 28th February FGB, but was erroneously recorded as sending apologies. The Clerk apologised for the error and agreed to rectify.

Otherwise, the minutes were accepted as a true and accurate record.

5. MATTERS ARISING

Governors considered those matters arising from the minutes not covered elsewhere in the agenda.

Action Points from the minutes of the 28th February 2019

ACTION CHECKLIST

Agenda items	Actions	Lead	Target date
6	Identify potential governors to fill vacancies	All	ASAP

The Chair urged governors to support the effort to fill governor vacancies. There had been no responses to advertisements for two community governor roles. Governors were reminded that SA's term of office as a parent governor comes to an end on 30th June. Governors formally thanked SA for her energy and passion in her role as a governor and committee chair.

8	Committees to focus learning walks on red priority Areas in SIP	All	ASAP
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The Chair summarised. She informed governors that she and JT had met to review the red priorities. LB reported that JO had highlighted ICT development for inclusion in the SIP.

	Committees to address Vision, Mission and Strategy Document through agenda item at sub-committee	All	ASAP
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On-going.

10	Date for Admissions consultation agreed	Chair	Autumn 2019
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To be considered by the FGB during the Autumn Term.

	C&S committee consider homework policy		Summer 2019
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To be considered by the C&S committee in the Autumn Term.

6. CHAIR'S URGENT ACTIONS AND CORRESPONDENCE

The Chair informed governors that she had met with BMB, RW and Pam Jones and JT to progress work on the Top Ten Risks.

7. COMMITTEE REPORTS

7.1 Curriculum and Strategy (minutes previously provided)

Decisions taken under delegated authority

A verbal report by the committee Chair was not possible. Governors were referred to the minutes of the last meeting.

The Chair told governors that the committee had reviewed and approved a number of policies.

Learning Walks had focused on CPD, IT and Safeguarding.

7.2 Finance and General Purposes (minutes previously provided)

Decisions taken under delegated authority

The Chair informed governors that the committee had decided to increase the CPD budget to 3% above the staffing budget.

ICT had been identified as a cause for concern; the committee agreed that an increase in expenditure was necessary.

8. GOVERNANCE

8.1 Review governor monitoring visits

KP informed governors that she had recently conducted an H&S visit. There were no issues to report.

JO, AAA, LB and SA had visited to look at CPD and curriculum development.

The Chair reiterated that she had conducted a review of the SIP with the Principal. She explained its purpose.

A governor sought clarification on guidance for learning walks. The Principal said that governors and SLT should agree a focus for the visit and a date; triangulation of evidence was achieved with school staff support. Governors were encouraged to discuss

the focus with the Committee Chair before any visit. SIP priorities should inform every visit, as well as the explicit values and ethos of the school.

8.2 Review governor training

The Chair and SA undertook advanced team teach training in March. SA provided feedback to the C&S committee.

The Principal advised that all governors should have face-to-face Safeguarding training. A governor asked how regular training should be. JT replied that it should take place annually. Governor training should be discrete and different from the school's safeguarding training.

The Chair agreed that as JK had recently joined the SLT, it was inappropriate for her to continue as a staff governor; nominations for a replacement would be sought in the autumn term.

9. HEADTEACHER'S REPORT (Summer TERM 2019)

The Principal summarised verbally contents of the report.

The Chair flagged up the lower attendance and punctuality figures for FSM pupils. She expressed concern at an unauthorised absence for a LAC pupil who was unwilling to attend school. The Chair emphasised the child's right to receive an education.

Governors were informed that students were placed in the school from fifteen local authorities; currently, there were twenty-six residents. A governor asked about flexi and part-time boarders. CA responded that their number was increasing. In response to a governor question, the deputy principal explained that local authorities funded flexi and part-time boarding. She explained the challenges of flexi boarding provision.

The Chair informed governors that student behaviour had been addressed in detail at the last C&S meeting. A governor pointed out that a particular class stood out in terms of the number of incidents by class – why was this the case? CA explained that the class was composed of pupils with complex sensory needs, with a very limited ability to communicate their needs.

The Principal explained the context of a fixed term exclusion.

In response to a question about improving the progress made by pupils whose current progress was very limited, the Principal explained the strategies and approaches implemented; she stated that needs were being identified swiftly and interventions

put in place, with positive results. The Chair commented that the presentation of data enabled more effective scrutiny.

The Principal referred governors to the revised annual report for parents. She explained the reasons for the adoption of a new format. Governors commented that the new report was more accessible to parents. In response to a governor question, JT confirmed that termly written targets were shared. The Chair asked if targets were “scruffy” or smart; the Principal responded that both types of targets were negotiated.

The Principal told governors that Quality of Teaching observations were in progress. She explained how judgements about the quality of teaching were reached. JT expressed the opinion that the triangulated evidential approach was fair. A governor asked if this approach was applied to all members of staff working directly with children. JT explained that it applied to all staff under teachers’ terms and conditions; a different system was used with other staff. A governor asked if the school was clear about its expectation of UPS teachers. The Principal said that it was being addressed.

The changing pattern of need to engage agency staff was discussed in the light of staffing vacancies.

A governor sought clarification on admissions for 2019-20. An influx for secondary places in October was reported; in-year referrals could occur at any point. Thus far, 113 pupils had been enrolled for September. JT asked for governors’ views on the idea of capping pupil numbers till the school was fully staffed. The Chair stated that the variance on the PAN had been agreed the previous year. The Principal told governors that the current class sizes meant the school had the capacity to take additional pupils in the classroom. A governor asked what would happen where classes were full. JT responded that there was the possibility of merging some classes.

A governor asked about parental requests for 52 weeks a year residential provision. The Principal explained that the school made it clear that the school did not offer this provision. She agreed that this had resulted in some pupils who needed 52 weeks residential care leaving the school.

10. ANNUAL REPORT ON WHISTLEBLOWING

The Principal expressed the opinion that staff felt confident in their ability and willingness to raise any concerns.

A governor asked if the policy applied only to staff. The Principal responded that currently it only applied to staff, but that it should be put in place for young people as well. Recent discussions at SLT had resulted in actions being identified. The biggest challenge was to empower pupils with communication constraints.

JT described current interventions. In response to a governor question, the Principal informed the meeting that an external Section 20 visitor had been identified and six unannounced visits a year were planned.

A governor asked whether children possessed the language of abuse in their vocabulary and communication books. The Principal agreed that this was a substantial piece of work which needed to be undertaken.

11. REVIEW SCHOOL IMPROVEMENT PLAN 2018-19

Governors agreed to review the induction pack. They asked LM to re-issue the current documentation to governors. Governors were awaiting a report from AAA.

The Principal shared the headlines with governors. She explained the reasoning behind the current RAG rating of actions.

Governors decided that governor safeguarding training should be added to the SIP.

12. SCHOOL BUDGET

12.1 Budget for 2019-20

JN explained that budget planning had been based on a low pupil numbers forecast.

JN outlined some of the cost changes from last year

- Leadership - changes in the Leadership structure, including the transfer of the costs of cluster leaders shifted from teachers to the leadership team
- Teachers - increased teachers' pensions costs, the reduction due to cluster lead transfer to leadership cost.
- Administration - incremental drifts and the employment of additional staff
- Agency budget - reduced substantially.
- CPD budget - 3% cost above staffing costs
- 2% cost increase in costs across the board
- 5 years facility plan.

Governors approved the school budget for 2019-20 unanimously.

12.2 Increase in IT budget

JN described the position regarding the school's carry forward for 2018-19 and 2019-20. She explained how a part would be used to drive forward the school's strategy for growth.

JN proposed allocating an additional £50,000 from the carry forward to the development of ICT.

Governors approved unanimously the proposal to allocate an additional £50,000 to the development of the school's ICT facilities.

13. SHORT TERM PLAN FOR VACANT FLATS IN ANNEX

The Principal reminded governors of the SIP target to upgrade the school's residential accommodation. She expressed concern that the current state of Knole house could impact adversely on an OFSTED welfare judgement. The Chair stressed that the current accommodation was not good enough for the pupils residing at the school.

Governors were informed that, currently, a large flat was vacant in the annex; from September onwards, an additional flat would be vacant. A Proposal was made to convert the vacant accommodation into temporary residential accommodation for pupils in order to allow the closure of Knole house.

A pro-bono initial feasibility study had been discussed with an architect; the converted flats could provide flexible accommodation consisting of nine bedrooms, connected by stairs. Governors discussed the benefits and challenges of the proposed conversion, including the safeguarding and health & safety implications. A feasibility study by a structural architect was to take place in the near future. In the case of a positive structural report, a tendering process for the design work would be initiated. It was anticipated that any conversion work would take place between September and January 2019.

The Chair emphasised that the proposal was a short-term solution enabling the closure of Knole house and providing the opportunity for the school to develop high quality accommodation for its boarding pupils.

A governor asked about the anticipated cost of the project. JN said that the cost was unknown at present.

A governor asked when tenders were likely to go out. JN responded that the process would begin as soon as the school had received structural architect approval, hopefully, during the summer holidays.

Governors agreed in principle to proceed with the proposal to convert vacant staff accommodation in the annex into temporary residential accommodation for pupils. Governors did not agree to a budget at this stage in the development.

14. POLICIES UPDATE

The Principal told governors that the Attendance Policy had been reviewed and updated. There had been no major changes. The addition of a guidance document for parents requesting term-time holiday absence was explained.

The Chair sought clarification regarding local authority responsibility described on page 10. The Principal explained the reasons. A governor commented that the term "School Liaison Manager" should be changed to "Student Liaison Manager"; inconsistencies in the use of the terms Headteacher and Principal were pointed out.

Governors approved the updated Attendance Policy unanimously.

15. GOVERNOR MEETING DATES 2019 -2020

The Chair explained that, due to availability constraints on the part of the prospective cooperative governor, governors were asked about their availability on alternative committee days. Governors discussed.

Governors agreed that all committees' meetings should be moved to Wednesday and Full Governing Body meetings should continue to be held on Thursday.

The Chair agreed to recirculate meeting dates.

16. TERM DATES 2020-21

Governors confirmed that term dates should continue to be aligned with Bexley's term dates.

ANY OTHER BUSINESS

Governors offered their formal thanks to JT for the valuable contribution she had made to the work of the school.

Governors formally recorded their gratitude to LM for her work as clerk to the committees.

ANY CONFIDENTIAL ITEMS

There were no confidential items of business.

ACTION CHECKLIST

Agenda Item	Action	Lead	Target Date
4	Rectify attendance recording error in 28 th February minutes	PM	ASAP
8.2	Arrange staff election to replace JK	Principal	Autumn
11	Governor safeguarding training added to SIP	Principal	ASAP
15	Recirculate meeting dates	Chair	ASAP